

VFC Order Form Instructions

August 31, 2004

In the effort to prevent vaccine wastage, the VFC program has instituted a quarterly vaccine ordering system. VFC vaccine may be ordered during the months of January, April, July, and October. We ask that you take into consideration seasonal fluctuations in vaccine demand (i.e. school physicals, flu vaccination season, etc.) when estimating your quarterly vaccine needs. In the event that you run out of vaccine before the next quarterly ordering period, the VFC program does allow interim vaccine orders. Interim orders should be placed on the order form labeled "Interim".

Please complete all fields on the order form. Failure to complete sections may result in order processing delays.

Please complete all information requested in the top portion of the form. This includes:

- VFC Provider Code (three digit code assigned to you by the VFC Program)
- Physician/clinic name
- Date order is submitted
- Vaccine delivery address
- If your delivery address has changed, be sure to check the appropriate box
- Specify the dates and times that you are able to receive vaccine. Remember to keep in mind any times that your office may be closed (i.e. lunch hours, upcoming holidays, vacation days, etc.).
- Name of contact person, and contact phone and fax numbers (This information is very important should we have any questions or concerns regarding your vaccine order).

Vaccine Inventory and Order Section

- Please complete all columns **ONLY** for the vaccines you are currently ordering. (For example, if you are not ordering DT vaccine you need not complete the doses used, doses on hand, lot number, and expiration date columns for this vaccine).
- Specify the total number of doses (**VFC vaccine only, do not include private stock**) on hand for each of the vaccines to be ordered.
- Specify the lot number and expiration dates for all above-mentioned VFC vaccines on hand.
- In the column on the far right indicate the total number of doses requested for the current vaccines on hand.

Vaccine Order Submission

- Orders may be submitted via fax or mail.
- Orders may be faxed to the VFC Program at (210) 922-9938
- Mail orders may be sent to the VFC Program at:

San Antonio Metropolitan Health District
Vaccines For Children Program
Attn: Yvonne
332 West Commerce, Ste. 108
San Antonio, Texas 78205